

**A RESOLUTION PERTAINING TO THE ADOPTION OF A POLICY REGARDING
CAREER EMERGENCY MEDICAL SERVICES (“CEMS”) EMPLOYMENT
PHYSICALS**

WHEREAS, an integrated service model where both volunteer and career personnel provide emergency medical services will serve to enhance the health, safety and general welfare of our citizens, affording the best opportunity to maintain a high-quality Emergency Medical Service System;

WHEREAS, the Board of County Commissioners of Calvert County, Maryland recognizes the physical demands of clinicians working in the emergency medical services field;

WHEREAS, administering a physical examination to clinical applicants for positions within the Career Emergency Medical Services Division will determine whether an applicant is physically able to perform the demands of the work associated with the position; and

WHEREAS, the Board of County Commissioners deems it in the best interest of the public to administer a physical examination to clinical applicants for positions within the Career Emergency Medical Services Division.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the policy attached hereto as Exhibit A regarding Career Emergency Medical Services (“CEMS”) Employment Physicals is hereby adopted;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein; and

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that this Policy will be effective on the 24th day of April, 2020, following recording without publication of a fair summary, and will stay in effect until amended or rescinded by the Board of County Commissioners of Calvert County, Maryland.

DONE, this 21st day of April, 2020 by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

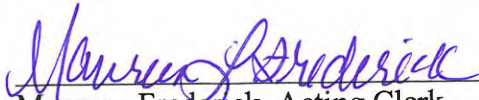
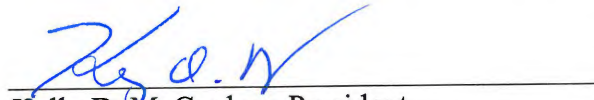

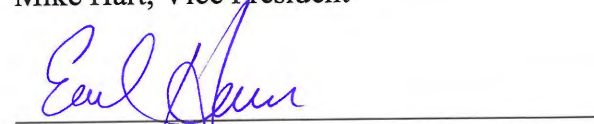
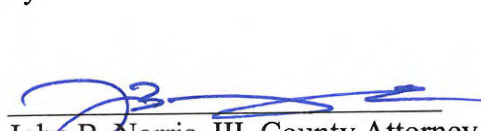
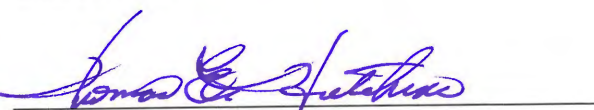
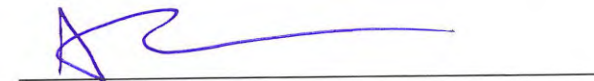
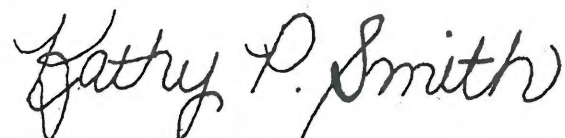
Aye: 5

Nay: 0

Absent/Abstain: 0

(SIGNATURES ON FOLLOWING PAGE)

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND
Maureen Frederick, Acting Clerk
Kelly D. McConkey, President
Mike Hart, Vice PresidentApproved for legal sufficiency
by:
Earl F. Hance
John B. Norris, III, County Attorney
Thomas E. Hutchins
Steven R. WeemsReceived for Record April 24, 2020
12:40 o'clock P M. Same day
Recorded in Liber KPS No. 60
Folio 274 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

BK0060PG0276

TITLE:	Career Emergency Medical Services (CEMS) Employment Physicals		
ISSUED BY:	Department of Public Safety – Career EMS Division		
RESPONSIBLE STAFF:	CEMS Division Chief and Human Resources Director		
ISSUE DATE:	TBD	REVISION DATE:	
PURPOSE:	Establish Policy for Administering Medical Examinations		
APPLICABLE TO:	All Career EMS Field Clinicians and applicants who have received a conditional offer for a Field Clinician position		
ATTACHMENTS:	A. Medical Examination Form B. Release of Information Authorization C. Physician's Medical Screening Advisory D. Vaccination Review Form		

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually	<input type="checkbox"/> Other Interval:		
<input type="checkbox"/> (Fiscal Year)			
<input type="checkbox"/> (Calendar Year)	<input checked="" type="checkbox"/> As needed	Flag for review on:	

I. Purpose

CEMS requires applicants to whom a conditional offer of employment has been extended and employees to undergo a medical examination to ensure the safe operation of the division.

II. Policy

Successful applicants for Field Clinician positions within the CEMS Division are required to undergo a medical examination to establish their fitness to perform the essential functions and physical demands of the position.

In addition, applicants **MUST** provide a copy of all required vaccine records and proof of a Hepatitis-B vaccination. These records, after review, will be kept on file in a secure location by the EMS Quality Assurance Officer at the Department of Public Safety.

Incumbent clinicians will be required to complete a physical:

- Every Three years, from their date of hire, until the incumbent reaches their 40th birthday.
- Every year for incumbents who are or have reached their 40th birthday.

Required physical examinations will be paid for by Calvert County and will be performed by a physician or licensed medical facility designated by the county.

III. Definitions

Field Clinician: Career Paramedic, Career EMT, Career EMS Shift Supervisor, Career EMS Division Chief.



IV. Procedure

BK0060PG0277

- Upon conditional offer of employment, applicants will be notified in writing, to schedule a medical examination with the physician or licensed medical facility designated by the county.
- The Field Clinician will be re-evaluated every three years until age 40, then annually thereafter.
- All required documents will be provided by Human Resources.
- The CEMS division will provide the designated physician or licensed medical facility with the essential functions of the position and a list of names of individuals to be examined.
- The designated physician or licensed medical facility will document the results of the examination on a Medical Examination Form (Attachment A) approved and issued by the county.
- The designated physician or medical facility will review the applicant's vaccination records for completeness (Attachment D). Applicants/employees without evidence of a Hepatitis-B vaccine must obtain one at their own expense OR sign a declination form. Applicants/employees that have not obtained a Tetanus shot within the past 10-years will be given one at the county's expense during their physical.

Proof of vaccines shall include all of the following:

- Hepatitis B Virus Screen
- Tetanus, Diphtheria, Pertussis (Tetanus booster every 10 years)
- Measles, Mumps, and Rubella (MMR) Vaccine
- Varicella Vaccine (chickenpox)
- Tuberculosis (Annual Screening)
- **Applicants cannot begin work until all required vaccines are brought up to date.**
- The designated physician or licensed medical facility will provide the completed Medical Examination Form, the Physicians Medical Screen Advisory and the Vaccination Review Form to the Career EMS Division Chief. The Career EMS Division will notify the Department of Human Resources of the outcome.
- The designated physician or licensed medical facility will notify the Career EMS Division in writing of the applicant's ability to perform the essential functions of the position for which they have applied using Attachment C.
- If the physician or licensed medical facility determines the applicant cannot perform the essential functions and physical demands of the position:
 - The Department of Human Resources will notify the applicant that they are no longer being considered for the position and will need to submit another application for future vacancies.
 - The applicant status will be indicated as "failed" for the applicable recruitment.
- If a Field Clinician fails a re-evaluation physical, return to work will be determined on a case-by-case basis.



BK0060PG0278

Calvert County Emergency Medical Services Medical Examination Form

This form is to be used for all medical examinations performed to determine applicant's and employee's fitness for a position as a Career Emergency Medical Technician (EMT), Career Paramedic, or Career EMS Shift Supervisor, collectively referred to as a Field Clinician.

A. To Be Completed by Applicant/Employee

Name (Last, First, Middle) _____

Date of Birth _____

Position: _____ EMT _____ Paramedic _____ Paramedic Shift Supervisor

B. Privacy Notice

The collection of the information on this form is authorized pursuant to the policies and procedures of the Calvert County Government. The information will be used to determine fitness for duty as a Field Clinician. It will be provided to the Department of Public Safety, Emergency Management Division. Completion of this form is voluntary. However, failure to complete this form will result in ineligibility to serve as a Field Clinician. Knowingly providing false or incomplete answers may result in the rescission of a conditional job offer or dismissal at a later time.

C. Consent and Certification (To Be Completed by Applicant/Employee)

I hereby authorize collection and use of the information on this form for the purpose stated above in the Privacy Notice. I have read and understand the provision of the Privacy Notice included in this form. I certify that all the information given by me in connection with these examinations will be correct and complete to the best of my knowledge and belief.

Signature _____ Date _____

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.



DK0060PG0279

TO BE COMPLETED BY A PHYSICIAN

Calvert County Emergency Medical Services

RESULTS OF PHYSICAL EXAMINATION

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

NAME: _____

DATE OF EXAMINATION: _____

AGE: _____ SEX: _____ WEIGHT: _____ HEIGHT: _____ TEMP.: _____

PULSE: _____ RESP.: _____ BLOOD PRESSURE: _____ / _____ VISION: R _____ L _____

1. GENERAL _____
2. SKIN _____
3. EYES _____
4. EARS _____
5. NOSE _____
6. MOUTH _____
7. THROAT _____
8. NECK _____
9. CHEST _____
10. HEART _____
11. ABDOMEN _____
12. GENITALIA _____
13. LYMPHATIC _____
14. BLOOD VESSELS _____
15. LOCOMOTOR _____
16. EXTREMITIES _____

17. NEUROLOGICAL _____
18. RECTAL _____
19. URINALYSIS:
- SUGAR: _____
- ALBUMIN: _____
- S.G.: _____
20. MICRO: _____
21. BLOODWORK:
- CBC: _____
- CMP: _____
- Quantiferon: _____
- _____
- _____
22. EKG RESULTS: _____
- _____
- _____
- _____

Please mark the appropriate box if the applicant's/employee's examination results reveal the following:

Blood Glucose above 140 ☐

Systolic BP greater than 140 ☐

Diastolic BP greater than 90 ☐

Applicant/employee must be referred to their private physician for follow-up care if any box is marked.

REMARKS:

Physician's Printed Name

Physician's Signature

Date: _____



Calvert County Government

**Employment Physical
Release of Information Authorization**

I hereby authorize [enter physician/medical facility name] to provide the results of the employment physical to the **Career EMS Division Chief** as well as to the following County officials/employees listed below who may have a business necessity to review the same as it relates to my ability to perform the essential job functions and physical demands of [enter job title here].

Public Safety Director
Public Safety Deputy Director
Human Resources Director
County Attorney's Office

It is my understanding that it may be necessary for these individuals to receive and review the medical evaluation in order that appropriate action may be taken regarding employment with Calvert County Government.

This authorization will expire one (1) year from the date indicated below.

Name (please print)

Signature

Today's Date

Mail signed form or return in person to:

**Career EMS Division
175 Main Street
Prince Frederick, MD 20678**

Signed form may be faxed or emailed:

Fax: 443-486-4074
Email: cems@calvertcountymd.gov

Please return form no later than:

[Enter date]



TO BE COMPLETED BY PHYSICIAN

Calvert County Emergency Medical Services

PHYSICIAN'S MEDICAL SCREENING ADVISORY

NAME: _____

INSTRUCTIONS TO PHYSICIAN:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by the GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

The following are **ESSENTIAL JOB FUNCTIONS** that are common to all Field Clinicians at the Calvert County Emergency Medical Services. The successful applicant must be able to perform ALL of the essential job functions of a Field Clinician unassisted and at a pace and level of performance consistent with that function. This requires a high level of physical ability, to include vision, hearing, speaking, flexibility, and strength.

Please review the list of required duties and responsibilities of a Field Clinician listed below. Upon completion of your medical evaluation, if you believe the individual may be limited or unable to perform one or more of the duties listed, note the corresponding number of the duty/responsibility and explain in the "Remarks" field below. If you believe the individual to be capable of performing the duties, please check the "No Restrictions" box at the end of this section.

Suggested limitations will not, by themselves, disqualify an individual:

1. Responds to 911 calls and for service and performs patient assessment: O2, CPR, monitoring vital signs, 12-lead EKG application and transmission, intravenous line initiation, interpretation of test results and transportation of patients to care facilities.
2. Provides emergency medical treatment and CPR to patients suffering from medical or traumatic incidents to include the administration of drugs and procedures as per Maryland protocols.
3. Provides emergency care---bandaging, splinting, medication administration, bleeding control, oxygen administration (and other practices for which personnel are trained).
4. Performs transport unit inspections and maintenance.
5. Sanitizes and deodorizes transport unit daily to comply with various infectious control procedures.
6. Orders supplies and equipment for assigned transport unit.

7. Documents outcome of all calls to include type of call (emergency or non-emergency), care rendered, patient outcomes, and other protocols associated with the incident.
8. Assures that documentation required by the EMS Division, Fire/Rescue/EMS and MIEMSS is furnished in a timely and accurate manner.
9. Performs quality assurance reviews of previous incident calls with co-workers to ensure best practices are maintained. Operates emergency vehicles in accordance with County driving procedures and Career Emergency Medical Services Division operating guidelines.
10. Maintains security levels required to safeguard and protect the privacy of all protected records.
11. Interacts and communicates with volunteer stations, hospital personnel, patients, families, and families, and supervisory personnel.
12. Assists with station duties, as scheduled or required.
13. Heavy lifting, operating patient transport vehicles, carrying stretchers, medical equipment, and moving patients. Frequent standing, walking, bending, crouching, stooping, reaching, cleaning, stocking, and lifting; operation of medical and keyboard devices.
14. Unusual Demands: On call and extended hours (including, as required, weekends and holidays). Exposure to mentally challenging and stressful decisions. Exposure to sick, injured, deceased, hostile, and potentially violent patients. Dispensing of urgent medical and trauma care.
15. Work Hazards: Heavy lifting, burns, cuts, sprains, falls, handling incoherent or unruly patients. Exposure to smoke, fire, blood toxicants, open wounds, dirt, dust, inclement weather.

☐ NO RESTRICTIONS

REMARKS:

Personal Characteristics

Field Clinicians must have complete control of themselves and their personal and professional lives. They must be honest and trustworthy in all their dealings, both public and private. They must have demonstrated these qualities by having refrained from violations of the written law and by having maintained their word given in contract and promise.

Field Clinicians must always and continually make valid, well thought-out judgments. They must have demonstrated, by previous and current actions that they are not people who use substances or drugs which may cloud their thoughts and reduce their ability to make reasonable decisions. They must have demonstrated by past and current actions that they are not prone to violent or sudden outbursts of anger or loss of personal control. Instead, they must have an even temper and possess exceptional self-control. They must demonstrate by past performance in other professions, educational opportunities, and tests that they are intelligent and capable of using exceptional judgment and logic.

Field Clinicians must be completely reliable. They are expected to be available when needed and ready to handle any and all activities necessary to provide for public safety and protection. They must have demonstrated, by past and current performance, that they are attentive to their job and have not been habitually absent or shown inability to perform.

Many of the situations Field Clinicians encounter physically tax the limits of human performance and endurance. Because Field Clinicians must come to the aid of others, their abilities must be the highest level of human performance. They must not only be capable of protecting themselves, but must also be capable of protecting others with their strength and physical skills. For these reasons, Clinicians must demonstrate their ability to perform at the high physical levels. They must not be encumbered by limitations that impair their ability to perform the normal and routine duty, and they must be able to accomplish some exceptional physical feats when unusual events occur.

Field Clinicians are frequently placed in positions of physical and mental stress. Therefore, the existence or history of physical impairments should be examined carefully. If, in performing the essential job functions of a Field Clinician the individual would pose a substantial risk of injury to him or herself, other Field Clinicians, or the public, please indicate below by suggesting any limitations to performing the essential functions.

YES NO

☐
☐

Does the individual pose a substantial risk of injury to him or herself, other Field Clinicians, or the public by performing any of the essential job functions listed above? If so, indicate under "Remarks" which functions and why.

REMARKS:

BK0060PG0285

Physician's Printed Name

Physician's Signature

Date

DK0060PG0286



**CALVERT COUNTY
DEPARTMENT OF PUBLIC SAFETY
CAREER EMS DIVISION**

175 Main Street
Prince Frederick, Maryland 20678
410-535-1600, Ext. 2606 • Fax: 443-486-4074
www.calvertcountymd.gov

Jacqueline K. Vaughan, Director
Barry Contee, Division Chief

Board of Commissioners
Earl F. Hance
Mike Hart
Thomas E. Hutchins
Kelly D. McConkey
Steven R. Weems

Vaccination Review Form

The following vaccines are required as a condition of employment with Calvert County Emergency Medical Services. A vaccination record showing proof of vaccination or a positive titer test is required for all field employees. By signing below, you affirm that you have reviewed the vaccination history of the employee and found that they have been vaccinated or have a positive titer test.

Vaccine	Vaccination Record	Positive Titer	No Documentation
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus/Diphtheria/ Pertussis (TDAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measles/Mumps/ Rubella (MMR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varicella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis (Annual Screening)	<input type="checkbox"/>	Date of Test: _____	

Comments: _____

Physician Name: _____

Physician Signature: _____

Date: _____

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258